

New Hire / Re-Hire Checklist

Part-time and Temporary Non-Union Employees

Today's Date	_____
Name of Hire	_____
Date of Hire	_____
Position	_____
Department	_____
Supervisor	_____
Signature	_____
Wage	_____

Please Return Completed Forms To The Finance Office

- **Form W-4**
- **Form CT-W4**
- **Form I-9 with copies of Social Security Card & 2nd form of ID**
- **Direct Deposit Form (Mandatory for ALL new hires/rehires)**